

AY 2024-25 Arts & Sciences Adminstrative Calendar for Chairs & Directors

Month	Date	Event/Task	Category
August	12-23	Start Work on Job Ad and Rubric (TTE/TF)	FPS
	20-21	TTE, Teaching Faculty & Visiting Teaching Faculty orientation	A&S
	23-27	New student orientation and registration	Univ Events
	28	Undergraduate Classes Begin	Registrar
	28	Convocation, Wren Yard, 7:15	Univ Events
	28	Due: Flexible Merit Requests with Chair Endorsements	A&S
	30	College-Wide Faculty Meeting & Reception. Meeting: 3:30-5pm, Tucker 127A; Reception: Wren Yard, 5-6:30pm	Meeting
	30	Final date to submit Job Ad and Rubric Review & Approval (TTE/TF)	FPS
September	Early	New start-up budget allocation requests (Administrators will be prompted)	Budget
	3	Faculty of Arts & Sciences (FAS) Tucker 127A/Zoom (3:30PM-5:00PM) & Reception in Ewell Hall (5 - 7PM)	Meeting
	5	CCPD Meeting In-Person, James Room (3:30PM - 5:00PM)	Meeting
	9	Add/drop deadline	Registrar
	11	Final date to Create PeopleAdmin Position Description (PD) (TTE/TF)	FPS
	15	Due: Faculty Grant Fund and Teaching Faculty Grant Fund proposals due (Round 1)	A&S
	Mid	HEETF submission review due date for departments/programs	Budget
	Mid	Personnel Policies: Dept/Progs upload any updated personnel policies to Box: A&S Personnel Policies	A&S
	19	CCPD Meeting In-Person, James Room (3:30PM - 5:00PM)	Meeting
	19	Final date to Activate PeopleAdmin Posting (TTE/TF)	FPS
	Late	Per Teaching Faculty policy, scheduled contract renewals issued for next AY	FPS
	27-29	Family Weekend	Univ Events
	Late	Due: Pre-SSRL proposals due on specified date, utilizing submission process per Dean's call for proposals	FPS
	Late	Due: Nominations for Professorships and Awards to A&S Dean's Office	Awards
	October	1	FAS Meeting, Tucker 127A/Zoom (3:30PM-5PM)
3		CCPD Meeting In-Person, James Room (3:30PM - 5:00PM)	Meeting
4		Due: Tenure dossiers to Dean A&S, enroll Dean's Office per Dean's memo instructions	FPS
10-13		Fall Break	Univ Events
11		Deadline for EPC submissions for courses to be visible during the advising period	Sched
17		CCPD Meeting In-Person, James Room (3:30PM - 5:00PM)	Meeting
17-20		Homecoming Weekend	Univ Events
Mid		Academic Scheduling Begins (Summer 2025)	Sched
TBD		Spring 2025 Course Room Assignments Posted, Ad Hoc Schedule Changes Survey Reopens	Sched
28		Course withdrawal deadline; deadline to elect pass/fail for juniors and seniors	Registrar
Late	Visiting teaching faculty call for position requests and recruitments to begin next AY	FPS	
November	TBD	Academic Scheduling Begins for 2025-26 Academic Year	Sched
	1	Due: Faculty Appointment Forms due for Spring Adjunct new hires or re-hires	FPS
	5	Election Day (offices closed, no classes)	Univ Events
	7	CCPD Meeting In-Person, James Room (3:30PM - 5:00PM)	Meeting
	TBD	Graduate Registration for Spring 2025 Begins	Registrar
	TBD	Undergraduate Registration for Spring 2025 Begins	Sched
	12	FAS Meeting, Tucker 127A/Zoom (3:30PM-5PM)	Meeting
	21	CCPD Meeting In-Person, James Room (3:30PM - 5:00PM)	Meeting
	25-26	Remote instruction days (courses in session remotely, offices closed)	Univ Events
	Mid	Due: Post-SSRL Leave Activity Reports due for prior year SSRL per date specified in Dean's memo	FPS
	27-1	Thanksgiving Break	Univ Events
Late	Visiting Teaching Faculty requests due	Dean	
December	2-6	NLT Complete Zoom long list interviews (TTE/TF)	FPS
	3	FAS Meeting, Tucker 127A/Zoom (3:30PM-5PM)	Meeting
	5	CCPD Meeting In-Person, James Room (3:30PM - 5:00PM)	Meeting
	6	Due: Promotion dossiers, enroll Dean's Office per Dean's memo instructions	FPS
	6	Undergraduate Classes End	Univ Events
	6	Deadline for last EPC meeting of Fall semester	Sched
	9-13	NLT Select short list candidates and seek VD approval of campus interview (TTE/TF)	FPS
	TBD	Fall 2025 Schedule due in Banner	Sched
	11	Due: Fac Appt Form (FAF) for written offer letter before break -or- Hiring Proposal deadline to extend verbal offer before break	FPS
	15	Due: Faculty Grant Fund and Teaching Faculty Grant Fund proposals due (Round 2)	A&S
	Mid	Visiting Teaching Faculty Search Authorizations sent to departments/programs for early Spring recruitment	FPS
	Mid	Adjunct Faculty Call	FPS
	Mid	Schedule on-campus interviews for January and early February (TTE/TF)	FPS
	9-13, 16-17	Final Exams	Univ Events
TBD	Round 1 of Summer Scheduling Ends (Summer 2025)	Sched	

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Month	Date	Event/Task	Category
January	2	Fall 2024 grades due in Banner by 9AM	Univ Events
	Mid	Adjunct allocation requests due	FPS
	22	Undergraduate Classes Begin	Registrar
	31	Due: Interim dossiers, enroll Dean's Office per Dean's memo instructions	FPS
	Late	Summer School Faculty Hiring Memo Issued	FPS
February	6	CCPD Meeting In-Person, James Room (3:30PM - 5:00PM)	Meeting
	4	FAS Meeting, Tucker 127A/Zoom (3:30PM-5PM)	Meeting
	7-9	Charter Day Weekend	Univ Events
	Mid	Adjunct Allocations out to departments/programs	FPS
	20	CCPD Meeting In-Person, James Room (3:30PM - 5:00PM)	Meeting
	28	Complete campus interviews and hold department meeting to select finalists (TTE/TF)	FPS
	Late	Dean's Call for TTE and Teaching Faculty Position Requests (due early April)	Dean
	Late	Due: Request for lab/course fee adjustments	Budget
March	Early	Due: Summer School Faculty Appointment Forms due, per Summer School Faculty Hiring Memo instructions	FPS
	4	FAS Meeting, Tucker 127A/Zoom (3:30PM-5PM)	Meeting
	6	CCPD Meeting In-Person, James Room (3:30PM - 5:00PM)	Meeting
	7	Deadline for EPC submissions for courses to be visible during the advising period	Sched
	7	Submit hiring proposal (HP) for top finalist (TTE/TF)	FPS
	8-16	Spring Break	Univ Events
	15	Due: Faculty Grant Fund and Teaching Faculty Grant Fund proposals due (Round 3)	A&S
	Mid	Faculty Merit Evaluation scores and faculty CVs due to Box per Dean's memo	A&S
	20	CCPD Meeting In-Person, James Room (3:30PM - 5:00PM)	Meeting
	24	Final due date for Faculty Appointment Forms to Dean's Office for Tenure Eligible and Teaching Faculty new hires	FPS
	Late	Undergraduate Summer 2025 Registration Begins	Sched
	Late	Graduate Registration for Fall 2025 begins	Sched
	TBD	Fall 2023 Viewable in Banner Dynamic Schedule w/ Room Assignments	Sched
	TBD	Ad Hoc Schedule Changes Survey Opens	Sched
April	1	FAS Meeting, Tucker 127A/Zoom (3:30PM-5PM)	Meeting
	Early	Due: TTE and Teaching Faculty position requests	FPS
	7-11	Due: Teaching Faculty materials to request contract renewal and/or promotion, per Dean memo instructions.	FPS
	TBD	Undergraduate Registration for Fall 2025 Begins	Sched
	3	CCPD Meeting In-Person, James Room (3:30PM - 5:00PM)	Meeting
	15	Due: Faculty Appointment Forms for Visiting Teaching Faculty new hires	FPS
	Mid	Due: names of declared candidates for promotion to full professor, per Dean's call	FPS
	17	CCPD Meeting In-Person, James Room (3:30PM - 5:00PM)	
	Late	Due: Performance Evaluations for non-faculty employees	UHR
	Late	Adjunct Fall 2025 Faculty Appointments Forms due, per Dean Allocation Memo instructions	FPS
May	1	CCPD Meeting In-Person, James Room (3:30PM - 5:00PM)	Meeting
	2	Undergraduate Classes End	Registrar
	6	FAS Meeting, Tucker 127A/Zoom (3:30PM-5:00PM) & FAS Reception 5:00PM-7:00PM	Meeting
	5-9, 12-13	Final Exams	Univ Events
	TBD	Due: Graduating Students' Spring 2025 Grades in Banner by 9AM	Univ Events
	15-17	Commencement	Univ Events
	TBD	Due: Spring 2025 Grades in Banner by 9AM	Univ Events
27	May 27 - June 27 Summer Session I	Sched	
June	1	June 30 – August 1 Summer Session II	Sched
	15	Due: Faculty Grant Fund and Teaching Faculty Grant Fund proposals due (Round 4)	A&S
July	Mid	TTE and Teaching Faculty search authorizations issued to departments/programs	FPS